

**Summary of Role:** Provide support to Pastoral and Administrative Staff. Position requires flexibility, excellent interpersonal skills, project coordination abilities, strong computer skills, and the ability to work well with all levels of internal staff, congregants, visitors, and external church relationships.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Receptionist
<b>Reports To</b>	Business Manager
<b>Ministry Target</b>	Grace staff
<b>Position Is</b>	Paid staff
<b>Position May Be Filled By</b>	Church attendee
<b>Experience Level</b>	1 Year serving a Church or similar environment
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Serving • Helps
<b>Best Personality Traits</b>	• Loyal • Dependable • Honest • Discreet • Friendly • Professional • Organized • Efficient
<b>Passion For</b>	Providing support to a church staff

**ANTICIPATED TIME COMMITMENTS**

Doing ministry/preparing for ministry – no more than 40 hours per week.  
Participating in meetings/training – up to 4 hours per month.

**RESPONSIBILITIES/DUTIES**

- Be responsible for greeting and assisting visitors and church attendees.
- Handle incoming and outgoing electronic communications.
- Answer phones and direct all incoming calls to the appropriate party promptly and efficiently.
- Accept both expected and unexpected office visitors with warmth and importance while protecting staff time.
- Handle questions about the church or offer brochures with church information.
- Handle all incoming and outgoing mail and packages.
- Provide support for accounting, human resources, and administrative assistants.
- Maintain office supply inventory.
- Maintain a pleasant appearance of the lobby and general office area.
- Set up and participate in weekly Staff Meetings.
- Train, schedule and appreciate office volunteers.

**REQUIRED SKILLS**

- Great verbal and written communication skills.
- Great relational skills: Full of Faith, Friendly, Calm, and Professional.
- Ability to manage multiple calendars.
- Proficient in use of Microsoft Office applications.
- Familiar with social media platforms such as Facebook, Typepad, Etc.
- Computer literate and accurate typing 55+ wpm.
- Excellent organizational skills.
- Strong attention to detail to ensure accuracy.

- Pleasant phone manner.
- Ability to multi-task while staying focused on assigned goals and objectives.
- Able to follow and perform processes and procedures.
- Proficient in researching and finding requested information.
- Proficient in software applications.
- Skilled at creating, documenting and following processes.
- Proficient in completing requests in a timely manner so tasks or requests do not languish on a list.

**GENERAL EXPECTATIONS**

- Proficient in developing and maintaining effective relationships.
- All deadlines must be met, or addressed.
- Proficient at asking for and taking additional responsibilities while assessing the impact on current projects.
- Be able to demonstrate flexibility, dependability, and high morale in difficult and stressful circumstances.
- Exhibit a servant's heart and willingness to perform any task to get the job done.
- Maintain complete confidentiality with all sensitive pieces of information. No Gossip.
- Exhibit loyalty in all situations and defend the heart and intentions of Grace Staff at all times.
- Give Pastoral Staff a "heads-up" regarding things heard or learned about a ministry so as to maintain a "no surprises" environment.
- Accepts and agrees with Grace Statement of Faith.
- Acts as a positive representative of Grace Church at all times.
- Agrees to and accepts the Grace Moral Integrity Policy

**MAJOR ACCOUNTABILITIES/DESIRED RESULTS**

- Complete assigned tasks and projects.
- Every interaction with Grace Attendees, Visitors, and Staff is conducted in a positive and encouraging manner.

***To apply, please email your cover letter and resume to [careers@graceks.org](mailto:careers@graceks.org).***